

1/3/17

Steering Committee Meeting Minutes  
Meeting concurrent to Selectboard Meeting

In Attendance: Lara Keenan, Joe Colangelo, Colleen Parker, Cathy Townsend, Alice Winn and Ann Smallwood

Lara called meeting to order at 7:26 pm

Memo - Review mission, history (feasibility study), project made a priority, VIA hired, public engagement, design options and cost estimate from VIA for preferred alternative.

Comprehensive plan was created which engaged the public, addresses needs of library. No tax monies used. Two conclusions:

1. Town wants a new library, town wants the Town Hall updated.
2. Can't be done with private fundraising.

Review VIA budget worksheet - focused on constructing a high quality, efficient building. Review of the three categories of the budget worksheet:

1. Site plan for library/site designs
2. Design fees
3. Owner's costs - these are allowances and can change based on choices made.

Range of numbers. Hard to separate things out and would lose some economy of scale if project was done in phases.

We are asking for your thoughts and advice.

Colleen - Finding a balance is tricky. This has been years of work. A new library has been a recognized town need for 10 years. Something needs to be done. Bond? Creative funding (long term plan) or patch job. Community deserves the opportunity to vote.

Gary - Supports the library. Concerns about real estate taxes. Balancing act. Storm water solutions are 7-10 million, if more brooks, number may rise. A 7.2 million bond won't pass. Best path - what number will the community support? Informational seminars helped the school reach their goal. Wants success.

Jerry - Personally supports the library. Concerns- it's late in the budget season, doesn't want the project to lose momentum, values some time between tonight and next week to process. Can we lower it so it can be considered for bond? Too much commitment and care for this project to lose. Could we fund a match? Can we hive off a piece?

Josh- Asks about funding sources - we would have to research these. Grant monies? Match?

Ruth - Thanks the steering committee for their efforts. Funding clearly is an issue. Trustees care about the library. Seems that getting it on the bond in March is unlikely. Numbers are higher than expected, need to refine them. We need an identified budget that we can build to.

What is the appetite in the community for a bond?

We want a new building, need a bond, we want to do the work, we are concerned March is too soon.

Gary - This is the first public meeting, would be improper to put it on a bond at this time. We are going from a 10 percent bond to a nearly 100 percent bond. What's needed is a series of meetings to inform the public.

Joe- We've done lots of work to get to this point. The timing is tricky. We need a lot of public meetings to educate the community. We need a new library

Jerry - Fearful of the cold showering. Urges us to put our heads together over the next 6-7 days to identify potential funding sources - a step along the way so we don't lose momentum.

7:52 adjourned



# Town of Shelburne, Vermont

CHARTERED 1763

P.O. BOX 88 5420 SHELBURNE ROAD SHELBURNE, VT 05482

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Clerk/Treasurer (802) 985-5116	Town Manager (802) 985-5111	Zoning & Planning (802) 985-5118	Assessor (802) 985-5115	Recreation (802) 985-5110	FAX Number (802) 985-9550
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## MEMORANDUM

**To:** Shelburne Selectboard & Pierson Library, Library Board of Trustees  
**From:** Lara Keenan, Library Director and Library Building Steering Committee Chair  
**Date:** December 27, 2016  
**Re:** Update on Library Project

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At the December 23, 2016, meeting of the Library Building Steering Committee, the following motion was unanimously passed: ***present budget spreadsheet to the Selectboard/Trustees on Jan 3rd and ask for their advice on implementation.***

To put this recommendation into context here are some significant recent events:

- August 2014 Library Steering Committee Formed with the following charge: *To formulate and implement a comprehensive plan to solve the space and maintenance issues of the Pierson Library, subject to approval of that plan by the Board of Library Trustees and the Shelburne Selectboard. The plan will be thoroughly evaluated to meet the joint needs of the Library (as represented by the Library Director and the Board of Trustees) and the needs and requirements of the Municipality (as represented by the Town Manager and the Selectboard).*
- March 2016 Fundraising feasibility study suggested this project was unlikely to obtain private donations to cover all capital costs.
- April 2016 Selectboard and Library Trustees determined this to be a priority project for the year.
- July 2016 Vermont Integrated Architecture selected
- August 2016 Major public design charrette at Shelburne Vineyard for the consideration of three conceptual designs.
- September – November 2016 Active public engagement process and narrowing to two conceptual designs
- December 2016 Preferred alternative selected.
- January 2017 Cost estimates provided for preferred alternative including Town Hall renovation, new library, campus improvements

The Library Building Steering Committee has achieved much of its original objective. (i) We developed a comprehensive plan which solves the space and maintenance issues of the Pierson Library (ii) The preferred alternative was the outcome of a highly organized, engaged public process and ultimately approved by the Trustees and the Selectboard (iii) The plan meets the joint needs of the library and town (iv) Work completed to date has been funded solely by non-property tax monies (v) Once designated a 'priority project' by both governing bodies the LBSC completed all pledged deliverables between April 2016 and December 2016.

It seems appropriate for us now to seek feedback on how we should best proceed with this project given all the information available. We believe two statements to be true: 1) the Town desires a 21<sup>st</sup> Century library, supports the final design, and is behind this project; 2) it's improbable it can be completed with monies predominantly generated through a fundraising effort.

Attached: Cost estimates for preferred alternative



DRAFT

**Shelburne Public Library & Historic Town Hall**

Conceptual Total Project Budget Worksheet

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**BUILDING PROGRAM AREAS:**

New Library Spaces	11,953 sqft.	
Old Town Hall	6,230 sqft.	
<b>Total Program Area</b>	<b>18,183 sqft.</b>	

**TOTAL BUILDING AREA 18,183 sqft.**

**CONSTRUCTION COST:**

New Construction - New Library	\$3,384,020	
(4,000 SF) New Library Green Roof (allowance)	\$80,000	20 \$/SF
Site Construction - Building and Surrounding Site	\$383,546	
Site Construction-Campus Improvements	\$419,490	
(3,800 SF) Renovations - Old Town Hall	\$498,400	80 \$/SF
Demolition - Old Library	\$75,000	
Total Construction Cost Without Contingency	\$4,840,456	
<b>Construction Contingency (on Construction)</b>	<b>15 %</b>	<b>\$726,068</b>
Contractor Insurance	0.85 %	\$41,144 assumes P&P Bond

**New Library Only**

\$3,384,020
\$80,000
\$287,660
\$209,745
\$3,961,425
\$594,214
\$33,672

**TOTAL CONSTRUCTION COST WITH CONTINGENCY \$5,607,668**

(blended) \$308 / SF

**DESIGN PROFESSIONAL FEES**

Architecture + Permitting	\$280,383	5.0 %
MEP Engineering	\$168,230	3.0 %
Structural Engineering	\$56,077	1.0 %
Civil Engineering + Permitting	\$70,096	1.25 %
Estimating	\$8,000	
<b>Design Contingency - 5 %</b>	<b>\$29,139</b>	

<b>Town Hall</b>	
<b>\$1,018,358</b>	
\$163 / SF	
82% Library	
18% Town Hall	

**TOTAL DESIGN PROFESSIONAL FEES \$611,925**

FEE 10.9%

<b>\$111,126</b>	<b>\$500,799</b>
	10.9%

**OTHER/ OWNER COSTS**

Land Acquisition	\$0
Geotechnical Engineering	\$7,500
Boundary/Topographic Survey	\$3,500
Hazardous Material Assessment and Abatement	\$8,000
Financing/Bond Counsel	\$2,000
Printing and Reproduction	\$4,500
Legal	\$10,000
Grant and Fundraising Consultant	\$15,000
Clerk of The Works	\$25,000
Independent Testing Inspection (Concrete, Air Sealing)	\$12,000
Commissioning - MEP Systems	\$22,000
Commissioning - Building Envelope	\$10,000
Payment and Performance Bond	in construction cost
Public Notices	\$2,500
Builder's Risk Insurance	\$7,500
Permit Fees: Division of Fire Safety	\$44,861
Utility Charges & Fees:	\$8,000
Security and CCTV System	\$0
Telephone System (Handsets and Hardware)	\$0
Data System - Cabling	\$7,500
Audio - Visual Equipment	\$12,000
Moving, Storage & Miscellaneous Expenses	\$15,000
Temporary Offices	\$0
Emergency Generator	\$0
Furniture, Fixtures and Equipment	\$75,000
Window Treatment	\$7,500
Signage	\$5,000
Water Flow and Pressure for Fire Protection System	\$0
<b>Sub-total Owner's Costs:</b>	<b>\$304,361</b>
<b>Owner Contingency 10% of Owner's Costs</b>	<b>10 % \$30,436</b>

<b>\$28,042</b>	<b>\$306,755</b>
<b>\$1,157,526</b>	<b>\$5,396,865</b>

**TOTAL OWNER COSTS \$334,797**

**RANGE**

LOW HIGH

**TOTAL PROJECT BUDGET \$6,554,391**

<b>\$5,898,952</b>	<b>\$7,209,830</b>
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TOTAL / SF

**POSSIBLE FUNDING SOURCES**

	Amount	Probability
Bond - Town of Shelburne		
Vermont Community Development Block Grant	\$0	50%
Library Fundrasing	\$0	50%
State Library Planning Grant	\$0	50%
Efficiency Vermont Incentive	\$0	80%
Cultural Facilities Grant	\$0	50%
Transportation Grants??	\$0	
<b>Subtotal</b>		<b>\$0</b>

**OTHER FUNDING SOURCES**

Historic Preservation Tax Credits	\$0
??????????	\$0
	\$0

**TOTAL PROJECT BUDGET \$6,554,391**

TOTAL / SF